



**United States
Department of
Agriculture**

Office of the
Assistant Secretary
for Administration

Office of
Procurement and
Property
Management

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TO: Deputy Administrators for Management

FROM: W. R. Ashworth
Director

AUG 10 2005

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Associate Chief Financial Officer
Financial Policy and Planning
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AUG 11 2005

SUBJECT: IAS-FFIS Annual Close Procedures

September 2005 will mark the first annual close cycle completed since the Integrated Acquisition System (IAS) to Foundation Financial Information System (FFIS) interface became operational. To ensure a smooth execution of year-end processes, OPPM and OCFO have collaboratively developed IAS-FFIS Annual Close Procedures. This procedural document defines the processes that will allow the USDA procurement community to complete their activities in support of agencies' missions while at the same time supporting the timely close of FFIS for fiscal reporting purposes.

The key components of the guidance are as follows:

- Agency budget staff will be provided with reports of open commitments in FFIS that are tied to IAS requisitions
- This report is to be used to manage funds either through their obligation, or by cancellation of requisitions to release funding in support of other activities
- Reports will be provided on a weekly basis through September, with daily reports being provided from September 26-30
- FFIS will be shut down at 6pm Central Daylight Time (CDT) on September 30. FFIS requisitions will be reversed after FFIS is brought down; however, requisitions will remain in IAS for processing by Contracting Officers. No new FY05 requisitions can be processed in IAS after FFIS closes as they will be unable to pass through the interface
- Contracting Officers will continue to process awards in IAS until midnight local time on September 30th

Deputy Administrators for Management

Page 2

- Any obligating documents released after FFIS is closed will be held in the interface queue and processed when FFIS is re-opened
- Action by Agency Obligation Error managers is required to process these documents

Questions regarding this policy should be forwarded to Lisa Wilusz, 202-720-9765, Wanda Hensley, 202-720-3037, or Pauline Myrick, 202-720-0564.

Please distribute this document as appropriate to your IAS-FFIS user community.

Thank you for your cooperation.

Enclosure

cc (w/encl.): CFO Council
ISB Steering Board